

EETD Office Stand Downs

Supervisor Guidance & Preparation Tasks Prior to Stand Down

Stand Down Guidance

The purpose of the office stand downs is to engage in active discussion of how safety is implemented in our work, to assure hazards are identified and controls are in place, to complete work space inspections and required training, and to begin preparing for the HSS reviews. The stand downs will be comprised of two parts (see suggested Agenda). Part I will include all of the supervisor's direct reports who work in non-laboratory space, excluding those who participated in a lab stand down. Part II will include all direct reports, including as relevant those who participated in lab stand downs but who have office space that was not inspected, or who have outstanding required training. **Supervisors are expected to organize and coordinate the stand downs, which must be completed no later than December 12, 2008. No stand downs may be held December 3 or 4 when the HSS review team is onsite for its scoping visit.**

Onsite individuals who are unable to attend the stand down with their supervisor must attend another office stand down to assure they have an opportunity to participate fully. Offsite individuals must review and discuss all stand down materials with their supervisor and must complete all required training. **Individuals who have previously attended a laboratory stand down are required to participate in Part II of the stand downs as needed only.**

Supervisor Preparation Tasks

1. Schedule and coordinate office stand down with all individuals whom you supervise (employees, guests and students). (As appropriate, departments may choose to hold stand downs among groups larger than individual supervisor groups. If this occurs, you as supervisor remain responsible for completing all actions relevant to your direct reports, and for assuring your direct reports participate in a stand down.) **Stand downs must be completed no later than Tuesday, December 12. No stand downs may be held December 3 or 4 when the HSS review team is here for its scoping visit.**
2. Prior to the stand down, review the individual JHAs for each of your workers to assure they list and address all hazards appropriately. You can view your workers' JHAs at <https://ehswprod.lbl.gov/ehstraining/jha/login.aspx> (select View/Approve JHA Groups and then JHA Profiles – My Direct reports). Click on the edit icon to access each JHA). Work individually with staff to update JHAs as needed.
3. Review incomplete required training for your group (Attachment 7 of the stand down package). Contact your direct reports to complete all training; all online training must be completed by no later than the stand down date; all classroom training must be scheduled by the stand down date (unless classes are full or not available).
4. Review the Stand Down packet provided to you to assure you are prepared for the stand down safety discussion.

All stand down materials and attachments can be found at this location on the EETD website: <http://eetd.lbl.gov/ehs/stand-down.html>